



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>AFFIRMATIVE ACTION</b>	POLICY NO. <b>600.4</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE <b>1 of 3</b>
APPROVED BY: <b>original signed by:</b> <b>ROBERTO QUIROZ</b>  Director	SUPERSEDES <b>87-13</b> <b>12/1/87</b>	ORIGINAL ISSUE DATE <b>12/1/87</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 It is the intent of the Department of Mental Health (DMH) to establish an Affirmative Action Program that has as its goal an effective workforce that is representative of the County's population and is responsive to the special needs of all areas served by the Department. The program is intended to be in compliance with Federal, State and County guidelines and affects all Departmental services and operations.

### POLICY

- 2.1 The DMH Affirmative Action Program shall consist of activities directed toward the recruitment, hiring, retention, training, and promotion of ethnic minority employees and women who, historically, have been underutilized and/or concentrated within their workforce. These activities, while recognizing the underutilization and/or concentration, are to be guided by the principle of equal employment opportunity for all individuals.
- 2.2 It shall be the policy of the DMH not to allow discrimination to exist in the employment/dismissal of any individual with respect to race, color, religion, sex, national origin, age, or disabilities not specifically related to job performance.
- 2.3 The policy will also not allow an adverse effect on persons of a protected group. The DMH shall maintain an Affirmative Action Program of whatever scope necessary to eradicate the effects of past discrimination.
- 2.4 It is the responsibility of all managers, administrators, and supervisors to ensure that the DMH Affirmative Action Policy is implemented.
- 2.5 The Chief Deputy Director and the Medical Director are accountable to the Director of the DMH for the implementation of the Departmental Affirmative Action Program.
- 2.6 The Los Angeles County Office of Affirmative Action Compliance (OAAC) is the Department's liaison in interpretation of Federal, State, and County guidelines and monitors Departmental compliance with these policies regarding equal employment opportunity. The OAAC also provides support in the development and implementation of the DMH Affirmative Action Plan.



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### 2.7 IMPLEMENTATION OF THE AFFIRMATIVE ACTION PLAN AND PROGRAM:

2.7.1 In order to accomplish the goal of a representative workforce, the Director of Mental Health, through the DMH Personnel Bureau, shall formulate an Affirmative Action Plan for County operations in conjunction with the OAAC. This plan shall be reviewed and/or revised annually. It will include the following:

- Identification and statement of need, including classifications in which minority groups and women are, in fact, underutilized and/or concentrated in the DMH workforce.
- Establish goals for targeted classifications.
- Reporting and evaluation procedures, including progress/obstacles in meeting established annual goals.

2.7.2 In addition, the DMH shall initiate an Affirmative Action Program to assist in the recruitment, hiring, retention, training, and promotion of ethnic minority employees and women. This program will include, but is not limited to, the following:

- Appropriate guidance and technical assistance to DMH managers to ensure compliance.
- Assistance in setting recruitment objectives, inservice training programs, and the improvement and maintenance of a workforce which is responsive and sensitive to the needs of Departmental clients.

### 2.8 RESPONSIBILITIES OF THE DIRECTOR OF MENTAL HEALTH:

2.8.1 The Director shall ensure that all managers are aware of and comply with the DMH Affirmative Action Policy and targeted goals.

2.8.2 The Director shall be responsible for identifying areas of underutilization and/or concentration of minority groups and women.

2.8.3 The Director shall develop an Affirmative Action Plan, adapted to the specific identified needs of the DMH and consistent with the County's comprehensive Affirmative Action Plan.

2.8.4 The Director may initiate additional measures, at the Director's discretion, to promote the intent of the Affirmative Action Policy.



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### 2.9 RESPONSIBILITIES OF DEPARTMENT OF MENTAL HEALTH MANAGEMENT:

- 2.9.1 All managers and supervisors shall comply with the spirit and intent of the DMH Affirmative Action Policy.
- 2.9.2 The Chief Deputy Director and the Medical Director shall report to the Director of Mental Health on the efforts their operations and subordinate managers have taken to implement the goals identified in the annual plan and any other goals initiated by the Director.

### 2.10 RESPONSIBILITIES OF DEPARTMENT OF MENTAL HEALTH AFFIRMATIVE ACTION OFFICER:

- 2.10.1 The DMH Personnel Officer, or designee, shall serve as the Affirmative Action Officer for the DMH. The Affirmative Action Officer shall have responsibility for developing, implementing, monitoring, and evaluating the DMH Affirmative Action Plan and Program.
- 2.10.2 The Affirmative Action Officer shall provide support and guidance to the Director, Chief Deputy Director, and the Medical Director and Assistant Directors in policy matters impacting on affirmation action.
- 2.10.3 The Affirmative Action Officer shall be the DMH liaison with the County OAAC and other related agencies charged with affirmative action matters.
- 2.10.4 The Affirmative Action Officer, in consultation with appropriate management, shall develop comprehensive recruitment and education programs in furtherance of this policy.
- 2.10.5 The Affirmative Action Officer shall report annually to the Director on the DMH progress under the Plan and on the impact of recruitment and education programs.
- 2.10.6 The Affirmative Action Officer shall establish and maintain meaningful contacts with appropriate community persons and/or groups as well as employee groups to assure that employment opportunity information is widely disseminated and the needs and concerns of the community are addressed.

### AUTHORITY

Los Angeles County Code, Section 5.08